



## Electronic Onboarding (EOB) Process

**DoubleTree Galveston** has partnered with Oasis Outsourcing to provide Employee Benefits, Payroll Administration and Human Resources services to you. Oasis is one of the nation's largest Professional Employer Organizations (PEOs) and is a leader in the industry. Oasis takes care of many of the Human Resources-related administrative tasks and also provides increased access to employee programs and services.

### LOCAL EMPLOYEES:

To begin the Oasis New Hire Electronic Onboarding (EOB) process, please go to the following website:

[https://oasis.usverify.com/hrmgr/eob?p\\_action=newHirelogin](https://oasis.usverify.com/hrmgr/eob?p_action=newHirelogin)

### The following are some useful tips and information for completing the EOB process:

- The Oasis client ID is **OA640502**
- The Employer PIN is **35684**
- The Employment Location is **DoubleTree Galveston**
- Please do not use any characters when entering your Social Security Number, phone number or birth date.
- **I-9 documentation should be current, and provided to your onsite manager for verification purposes.**  
**(See list provided with the I-9 document.)**
- For those interested in Direct Deposit, please have your bank routing and account number(s) available.

### PLEASE COMPLETE THE NEW HIRE PAPERWORK BY 06/20/24

Also, included in the New Hire Packet is the Oasis Core Handbook as well as information regarding some various services available to you through Oasis, including:

- The Employee Services Website, which includes—
  - Access to your payroll and benefits information
  - W-4 and Direct Deposit change forms
  - Printable check stubs
- The Employee Discount Program
- eLearning and W-2 Services
- Mobile Access available through the Oasis app

**For EOB technical support, please contact an Oasis representative at 844-810-8812.**

Thank you for your time and attention. We look forward to working with you!